

Keswick



School

Teacher of English
Information Pack

Temporary, one year appointment

0.47fte over 3 days

Closing Date: Monday April 13th, 2026



Welcome

If you are reading this information, you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to apply.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with 1198 pupils on roll. There are 266 students in the sixth form and 35 boarders. The academy has been recognised under several designations including; National Teaching School, Leading Edge, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 79 well qualified teaching staff. There is a Senior Leadership Team consisting of the Head teacher, two Deputies, three Assistant Heads and a Director of Finance and Operations. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are a happy, friendly school and, even though large in size, we retain a family atmosphere. As a state boarding school, we are quite literally home to 35 students. Staff, students and parents work together in partnership.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'S. Jackson'.

Simon Jackson MA(Oxon) MEd FRSA
Head Teacher



JOB DESCRIPTION

POST TITLE:	Teacher of English
RESPONSIBLE TO:	Head of English
PAY GRADE:	Main Pay Range/Upper Pay Range
JOB PURPOSE:	To inspire and challenge young people to enable them to develop into highly effective independent learners and achieve their potential as individuals.

Main Duties & Responsibilities:

1. To teach English across the age and ability range of Key Stage 3, and Key Stage 4 English Language and English Literature G.C.S.Es.
2. To plan and deliver high quality teaching and learning that inspires and challenges all pupils
3. To implement strategies to enable pupils to develop into highly effective independent learners
4. To promote a happy and stimulating environment where effort is encouraged and success is celebrated
5. To contribute to the development of teaching and learning within the English department
6. To follow the departmental feedback and marking policy
7. To be committed to raising standards and improving the life chances of all pupils
8. To participate fully in meetings, INSET and CPD programmes with a view to develop outstanding practice
9. To use data to monitor pupil progress, provide additional support and guidance where necessary, and ensure that all groups of pupils make suitable progress
10. Adapt schemes of work, assessments, and classroom materials to ensure SEND learners can access the full curriculum and make good progress
11. To contribute to the running of extracurricular and cross-curricular activities, trips and visits
12. To promote English as a subject and career
13. To undertake wider duties within the school, for example, to be a form head
14. To be committed to high standards of communication, professional cooperation and integrity
15. To work within the system of line management for appraisal
16. To maintain national professional standards and abide by school and departmental policies and procedures
17. To embrace the ethos and values of Keswick School as a caring and compassionate community where pupils can grow, develop and thrive
18. To deliver and promote literacy and numeracy in line with departmental policy and its cross-curricular elements

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health & Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and pupil information is confidential. It is a condition of employment that all employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their line manager.

Job descriptions will be reviewed annually and there is an expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job descriptions.

This post requires an enhanced DBS check

PERSON SPECIFICATION		
POST TITLE: Teacher of English		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This will include</i> • Good honours degree or equivalent in an English related subject • PGCE or equivalent • QTS	<i>This may include</i> • Recent appropriate Inset • Evidence of continued subject learning and an interest in furthering this professional development • Evidence of work to adapt schemes of work, in lesson or through planning, to meet the needs of all children in mixed ability classes including SEND
Employment Experience	<i>This will include</i> • Recent experience of successfully teaching English throughout the ability range at KS3 and 4 (including as part of ITT programme)	<i>This may include</i> • Recent experience of successfully teaching GCSE English Language and Literature (inc. knowledge of EDUQAS for English Language) • Recent experience of leading extracurricular clubs or activities which enrich the English curriculum
Professional Skills	<i>This will include</i> • Belief that all pupils can achieve and that academic achievement is important • Flexibility and the ability to take the initiative • Capacity to motivate, encourage and inspire pupils of all abilities to achieve the highest standards • Ability to adapt teaching to meet students' needs as appropriate	<i>This may include</i> • Experience to take on responsibilities to support the Head of KS3 English and Head of Department in driving excellence in teaching and learning • An interest in developing the profile of the subject and department • An interest in helping shape English for the future as part of the wider DfE curriculum review
Personal Qualities	<i>This will include</i> • Professional bearing • Genuine interest in literature and the language beyond the classroom • Good oral and written communication skills • Effective ICT skills • Good organisational skills, punctuality and a willingness to work as part of a highly motivated team	<i>This may include</i> • A willingness to share ideas and materials • Knowledge of Google Apps and AI in the classroom

	• Evidence of high levels of enthusiasm and commitment • An approachable manner with students	
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The Selection Process

Criteria

In most cases, essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these skills.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents are required to be presented at interview when they are identified as essential criteria



Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Behaviour

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond.

The academy is well supported by an energetic Local Governing Body.

Keswick School



How to find us

By Road: (North/South) From the M6 leave at junction 40 (Penrith) and follow the A66 towards Keswick, turn left onto the B289 near the Crosthwaite Church and then left again onto Church Lane following the signpost up Vicarage Hill to the school.

By Rail: The nearest main line station is Penrith (25 minutes by road with hourly bus connections).

By Air: Glasgow International	2 hrs 20 mins
Manchester International	2 hrs 10 mins
Newcastle International	2 hrs
Durham Tees Valley	1 hr 50 mins

